

October 2003

## Employee Begins Full-Time Employment

This event allows you to enroll in the State Health Benefits Program when you begin full-time employment.

<b>WHAT ACTIONS CAN I TAKE?</b>	<ul style="list-style-type: none"><li>•<b>Health Benefits:</b> You may enroll in a plan and select a membership level.</li><li>•<b>Flexible Benefits:</b> You may enroll in a Dependent Care Flexible Reimbursement Account (DCFRA). There is a six-month waiting period to enroll in a Medical Flexible Reimbursement Account (MFRA).</li></ul>
<b>HERE'S WHAT TO DO...</b>	<ul style="list-style-type: none"><li>•Within 31 days of beginning full-time employment, notify your agency Benefits Administrator by submitting an Enrollment Form and/or FRA Election Form. Any request received after 31 days or after coverage takes effect cannot be processed.</li><li>•If you are selecting the Kaiser Permanente HMO in Northern Virginia, designate a primary care physician (PCP) for yourself and each covered dependent . Without a PCP selection, coverage is not available under the Kaiser plan.</li><li>•You and eligible family members will be receiving an Extended Coverage General Notice for health care.</li></ul>
<b>WHEN IS MY ELECTION EFFECTIVE?</b>	<ul style="list-style-type: none"><li>•When you begin full-time employment, your coverage takes effect the first of the month after notice is received.</li><li>•If notice is received the first day of the month, then the change is effective that day.</li><li>•If you begin full-time employment on the first working day of the month, and submit notice on that day, your coverage is effective the first of the month you become eligible.</li></ul> <p>*This sheet is only an overview. For additional information, contact your Benefits Administrator. <b>Information effective 10/01/03.</b></p>